



# CAREER NOTEBOOK

## GRADE LEVEL 10-12



### *"TAKE CHARGE OF YOUR FINANCES"*

Original Source: Joanna Krogstad, Family and Consumer Sciences Teacher, Manhattan High School Manhattan, MT.

Time to complete: 60 minutes

#### CONTENT STANDARD

Family and Consumer Science Standards: 1.1.3, 1.1.4, 1.1.6, 1.2.1, 1.2.2, 1.2.6, 1.2.8, 2.6.1

National Council on Economic Education Teaching Standards: 13

National Standards for Business Education

- Career Development: I.A.1, I.A.2, I.A.3, I.A.4, I.B.1, I.B.3, I.B.4, II.A.1, II.A.2, II.A.3, V.B.1, V.B.2, V.B.3
- Economics: VI.2,
- Personal Finance: II.1, II.2, II.3-4

#### OBJECTIVES

Upon completion of this lesson, participants will be able to:

- Produce a career notebook that can be used as a resource for career development.

#### INTRODUCTION

Career development is an ongoing and personalized process. Each job a person applies for requires a separate resume and cover letter specific to the job requirements. To assist with the career development and job application process it is essential for participants to create a professional notebook that includes copies of interest inventory tests taken, resumes, cover letters, activities, and any other important information. This notebook should be updated at least every three months.

This lesson is designed to introduce the Career Unit. A component of each lesson in the unit should be included in the notebook, as stated in the *Career Notebook Requirements* rubric 1.1.1.B1. After the unit has been completed, participants will receive a final career notebook grade.

*This has been called a career notebook rather than a portfolio because a portfolio is a collection of an individual's finest work. The goal of this project is for participants to compile a history of all their work related to careers throughout their high school.*

#### BODY

1. The notebook guidelines should be introduced to the participants before they begin working on the career unit. Therefore, they will know the required elements of the notebook and can continually update the notebook with the correct information.
2. Explain the three main sections of this notebook to the participants. See *Career Notebook Requirements* 1.1.1.B1 for specific guidelines.
  - I. Participant Involvement Log
    - i. This section should be updated at least once a semester. Participant's lives are so busy they often forget activities that they have done. Therefore, this is a great way to keep a record of

activities, work history, achievements, and course work; and continually reflect upon what they are doing to meet their career goals.

## II. Personal Career Information

- i. This section is designed for participants to keep their interest inventory information, resume, cover letter, thank you notes, etc.

## III. Career Resources

- i. This section should be used by participants to keep any interesting articles about their career, information on the creation of resumes, cover letters, and any other resources.
3. While the notebook is being compiled, and afterwards for reflection, the notebook should be stored by the educator. This way it can serve as a resource that participants continually update and will not get lost.
4. It can be compiled in a small three ring notebook or a file pocket folder for easy storage.

## CONCLUSION

Stress to the participants the *Participant Involvement Log* 1.1.1.A1 will be used as a tool to track activities, work history, course work, and accomplishments throughout their high school career. It will be helpful when they are seniors preparing scholarship applications, job applications, college applications, etc.

## ASSESSMENT

Based upon how the career unit was taught, educators can choose how they would like to assess the career notebook.

If an educator taught the entire Career Unit...

Educators can use the *Career Notebook Presentation Grading Rubric* 1.1.1.B2 that incorporates the grading rubrics and worksheets from the lessons and a notebook presentation grade into a final overall career unit notebook grade.

If an educator taught bits and pieces of the Career Unit...

Educators may adapt their own final grading scale using the grading rubrics and notebooks from the different lesson that were used within the unit.

## MATERIALS

Participant Involvement Log – 1.1.1.A1

Career Notebook Requirements – 1.1.1.B1

Career Notebook Presentation Grading Rubric – 1.1.1.B2

# PARTICIPANT INVOLVEMENT LOG

Name \_\_\_\_\_

Year \_\_\_\_\_

## General Information:

Top three career interests:	1. _____
	2. _____
	3. _____

Three strongest personal assets:	1. _____
	2. _____
	3. _____

Three skills at which I excel:	1. _____
	2. _____
	3. _____

Three adjectives that best describe me:	1. _____
	2. _____
	3. _____

Three adults that know me well that would speak highly of me:	1. _____
	2. _____
	3. _____

## Work History:

Job	Responsibilities
Position Title: Name of Organization: Location (town, state): Dates:	1. _____ 2. _____ 3. _____
Position Title: Name of Organization: Location (town, state): Dates:	1. _____ 2. _____ 3. _____

### Coursework:

Semester 1		Semester 2	
Course	Grade	Course	Grade
Overall GPA		Overall GPA	

### Activities:

Activity	Description	Dates

### Volunteer Service:

Volunteer Service	Description	Dates

### Awards:

Award	Description	Dates

### Other:

Other	Description	Dates

### Plans after leaving high school:

☐ College (proposed major?) \_\_\_\_\_

Top three schools I plan to apply to:	1.
	2.
	3.

☐ Technical School (proposed major?) \_\_\_\_\_

Top three schools I plan to apply to:	1.
	2.
	3.

☐ Military (which branch?) \_\_\_\_\_

☐ Work (where? Doing what?) \_\_\_\_\_

ASVAB Cumulative Score: _____
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### SAT and ACT Information:

#### SAT

Score: \_\_\_\_\_ Date Taken: \_\_\_\_\_

Critical Reading: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_

Score: \_\_\_\_\_ Date Taken: \_\_\_\_\_

Critical Reading: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_

Have you registered for a future SAT? Y / N Date: \_\_\_\_\_

#### ACT

Score: \_\_\_\_\_ Date Taken; \_\_\_\_\_

English: \_\_\_\_\_ Math: \_\_\_\_\_ Reading: \_\_\_\_\_

Science: \_\_\_\_\_ Composite: \_\_\_\_\_ Writing: \_\_\_\_\_

Score: \_\_\_\_\_ Date Taken; \_\_\_\_\_

English: \_\_\_\_\_ Math: \_\_\_\_\_ Reading: \_\_\_\_\_

Science: \_\_\_\_\_ Composite: \_\_\_\_\_ Writing: \_\_\_\_\_

Have you registered for a future ACT? Y / N Date: \_\_\_\_\_

Freshman Year GPA			Sophomore Year GPA			Junior Year GPA			Senior Year GPA		
S1	S2	Cum.	S1	S2	Cum.	S1	S2	Cum.	S1	S2	Cum.

# CAREER NOTEBOOK REQUIREMENTS

Name \_\_\_\_\_

## Directions:

This requirement sheet is designed to illustrate the required elements for the Career Notebook. Many of the elements and final grades will be created in conjunction with the career lessons.

Career Activities				
Lesson	Required Notebook Elements	Possible Resource Information	Points Available	Points Earned
Interest Inventory	<ul style="list-style-type: none"> <li>Interest Inventory Research Information Worksheet with print out of results page</li> </ul>		9*	
Career Research	<ul style="list-style-type: none"> <li>Career Research Worksheet</li> </ul>	<ul style="list-style-type: none"> <li>Career Research Power Point Presentation</li> <li>Occupational Outlook Handbook Projections</li> </ul>	33*	
Investment In Yourself	<ul style="list-style-type: none"> <li>Print out of job announcement</li> </ul>	<ul style="list-style-type: none"> <li>Job Search Strategies</li> <li>Traits of Successful workers</li> </ul>	9*	
Developing a Resume	<ul style="list-style-type: none"> <li>Resume Worksheet</li> <li>Resume and rubric</li> </ul>	<ul style="list-style-type: none"> <li>Action Words for Resumes</li> <li>Information to include in your resume</li> <li>Information not to include in your resume</li> <li>Examples of Action Statements</li> </ul>	50* 73*	
Cover Letters	<ul style="list-style-type: none"> <li>Cover Letter and rubric</li> </ul>		54*	
Interview Questions	<ul style="list-style-type: none"> <li>Interview rubric</li> </ul>	<ul style="list-style-type: none"> <li>Common interview questions</li> <li>Before, during and after the interview</li> </ul>	54*	
Thank You Notes	<ul style="list-style-type: none"> <li>Thank You Note and rubric</li> </ul>	<ul style="list-style-type: none"> <li>The art of a thank you note</li> <li>Career thank you note guidelines</li> <li>Addressing the envelope</li> </ul>	36*	
Participant Involvement Log				
Participant Involvement Log	<ul style="list-style-type: none"> <li>Continually updated list of activities, work history, achievements, and course work</li> </ul>		20*	
Total Points Possible				329
Total Points Earned on Lessons				

\*Denotes grading worksheet or rubric created within the lesson.

# CAREER NOTEBOOK PRESENTATION GRADING RUBRIC

	Exemplary - 3	Satisfactory - 2	Unsatisfactory - 1	Rating	Weight	Score
Sections	The three sections are clearly identified as Participant Involvement Log, Career Activities, and Career Resources.	Only two sections seem to be present.	Only one section is present.		3	
Resources	The Career Notebook has been completed throughout the unit with all of the required information and resources present.	The Career Notebook is only partially completed with all of the required elements and resources.	The Career Notebook has little evidence of completion.		3	
Overall Presentation	The notebook is neatly organized, contains a cover page, and presentation is incredible.	The notebook is only partially organized but contains all of the required elements	There is no evidence of organization throughout the notebook.		3	
			Total Points Earned			
			Total Points Available		18	
			Percentage			
Overall Points Earned						
Overall Points Possible					347	